



DEPARTMENT OF THE NAVY  
COMMANDER NAVAL AIR FORCE  
UNITED STATES PACIFIC FLEET  
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**MASTER COPY**

COMNAVAIRPACINST 1650.8A  
NAVAIRPAC N82  
29 AUG 1994

COMNAVAIRPAC INSTRUCTION 1650.8A

Subj: MASTER TRAINING SPECIALIST DESIGNATION PROGRAM

Encl: (1) Sample Certificate of Accomplishment  
(2) Sample Name Tag

1. Purpose. To implement a "Master Training Specialist" program which is designed to promote quality in education and training, and provide recognition for outstanding instructional or support performance by Commander Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) personnel. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRPACINST 1650.8

3. Policy. COMNAVAIRPAC desires that appropriate recognition be given to personnel who perform tasks in the field of fleet education and training. Because the training role is so crucial to the success of the Pacific Fleet air arm, it is incumbent upon training managers to promote the highest level of excellence and to recognize individual achievement. Accordingly, the "Master Training Specialist" program is established. It should be noted that the Master Training Specialist designation is not to be treated as an "Instructor of the Quarter" or "end of tour" type award.

4. Discussion

a. Designation. The designation "Master Training Specialist" is established to recognize those personnel who excel in training/management assignments as instructors or in other vital roles directly associated with the instructional process. The following specific personnel groups should be considered:

- (1) Instructor (Classroom, On-the-Job-Training, Practical Job Training, Team Training, Shop, Laboratory)
- (2) Curriculum Development Personnel
- (3) Course/Training Track Supervisors
- (4) Learning Center Instructors

b. Eligibility. Designation as a "Master Training Specialist" should be given to no more than 10 percent of eligible limited duty, warrant officer and enlisted United States Navy (USN)/United States Marine Corps (USMC) personnel assigned to the training department of a command, per year. Requirements for nomination are:

- (1) Successful completion of Instructor Training School, if required for the billet. (See note)
- (2) Have a minimum of one year on board
- (3) Enlisted members shall possess an NEC 9502 or equivalent, if required for the billet. (See note)

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- (4) Project an exemplary image.
- (5) Enlisted members shall possess performance evaluation grade average of 3.8 or above for the preceding year.
- (6) Sustained outstanding performance and achievement in a training effort for a minimum of one year. The following exemplifies characteristics of outstanding performance:
  - (a) Superior instructor platform procedures and techniques.
  - (b) Demonstrated skill in curriculum development and instructional systems development processes.
  - (c) Obvious positive "Navy/Marine Corps" attitude.
  - (d) Ability to effectively relate classroom theory to practical fleet type experience.
  - (e) Ability to impart professional knowledge to others.
  - (f) Demonstrated enhancement of the learning experience through the use of innovative techniques, programs, materials, etc. (See note)

Note: These requirements may be waived by the commanding officer if, through no fault of the servicemember, formal instructor training courses leading to NEC 9502 were not available.

c. Selection. The selection process is to be determined by each type wing commander for training units under his jurisdiction and should include as a minimum, the following:

- (1) Selection by a command evaluation board comprised of appropriate individuals.
- (2) Approval by the commanding officer.

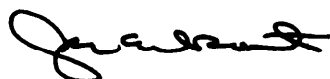
d. Scope. This award is instituted to foster excellence in training. The intent is to recognize individuals who perform in an outstanding manner in instructor and/or curriculum development roles. Individuals who perform in an outstanding manner in other roles should be recognized by other awards. Additionally, recognition as a "Master Training Specialist" will not exclude other appropriate awards for the same service.

e. Forms. A Certificate of Accomplishment may be locally developed and should be accompanied by an appropriate Letter of Recognition. A sample Certificate of Accomplishment is provided in enclosure (1).

f. Presentation. The achievement of the "Master Training Specialist" title should be recognized by formal presentation of an appropriate Certificate of Accomplishment and name tag. The recipient is authorized to wear the "Master Training Specialist" name tag until separated from the activity where the award is earned. Attainment of "Master Training Specialist" designation should be publicized through appropriate media, including hometown news releases, local station newspapers, etc. Presentations should be made at a formal ceremony to signify command interest. Special incentives, within the legal authority of the activity, are encouraged.

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5. Action. COMNAVAIRPAC training units shall implement the provisions of this instruction upon receipt. Appropriate echelon four commands will forward copies of implementing directives to COMNAVAIRPAC (N82).



**J. E. ECKART**  
**Chief of Staff**

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SAMPLE CERTIFICATE OF ACCOMPLISHMENT

# Department of the Navy



## Certificate of Accomplishment

(UNIT)

takes pleasure in bestowing  
the title (UNIT) Master Training Specialist

upon \_\_\_\_\_

for exceptional dedication to duty and completion of the demanding requirements leading to designation as a Master Training Specialist. These requirements include a demonstrated excellence in leadership, technical competence, application of instructional methodology, and desire to improve fleet readiness through quality instruction.

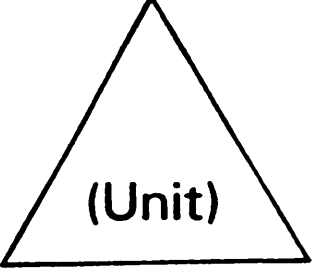
These accomplishments were demonstrated during the period \_\_\_\_\_ to \_\_\_\_\_ while at \_\_\_\_\_ and were certified by formal board action authorized by the \_\_\_\_\_ (UNIT)  
(OR COMMANDER/UNIT)

\_\_\_\_\_  
COMMANDING

COMNAVAIRPACINST 1650.8A

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SAMPLE NAME TAG

 <p>(Unit)</p>	<p>(Unit) Master Training Specialist</p> <p><b>EMC J. P. JONES</b></p>
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